

14 May 1981

Proposal

To provide a solution to the problem of getting time-sensitive or emergency announcements produced for Headquarters entranceways.

Current Method

At the present either the Security Duty Office or the Office of Logistics determines the need and appropriateness of any bulletin which is to be displayed at the various entranceways.

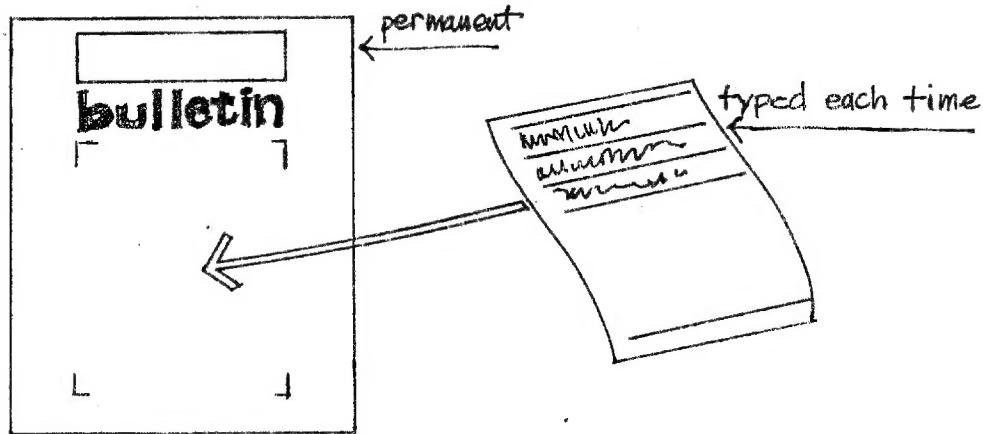
These time-sensitive, or emergency announcements have covered things such as impending demonstrations at the Headquarters area, flooding along major arteries leading away from Headquarters, power outages, TV network film crews, and so on. These notices are of short duration (48 hours) and announce things that will take place very soon. The current method of using letters stuck on a board is no longer acceptable since the introduction of the free-standing display units.

Design of the Bulletin

The bulletin would consist of a permanent poster with just the word "bulletin" and some graphic element to attract attention. Since the poster is to be viewed as you are leaving or entering the building it should contain only essential information. The bulletin should give concise, succinct information in few words as possible. The basic, or essential, information should convey "what" kind of activity is being reported (i.e., an accident, flooding, demonstration, etc.), "where" the activity is taking place (which indicates its impact on your location), and the approximate time the activity will take place. Below the area of the essential information an area has been designated for elaboration of the above information.

(next page)

Below are the elements of the poster.



Generation of the poster/announcement

It is hoped that another form will not be required to produce these announcements...but that a neatly typed memo from the responsible office would suffice.

The format of the bulletin would be stored in the Special Printing Plant (GJ-56) on ETECS computer typesetting system. Typing and processing time of each run of 6 copies would take about 15 minutes. The copy would then be attached to each poster with magic mending tape or rubber cement...wax may be used also. The attachment of the ETEC generated copy could be performed by the same person or office that used to put together the boards with stick on letters. The only other item left to clear up is how the request is initially made.